



Lokbharati University for Rural Innovation

Solve to Serve

Purpose Employee Leave Policy

D:13/12/2024

RULES AND REGULATIONS RELATING TO LEAVE FOR TEACHING, ACADEMIC AND ADMINISTRATIVE STAFF WORKING IN THE UNIVERSITY

Applicability: -

1. This leave Policy shall commence from 01.01.2025 onwards.

- This policy shall apply to all staff members of the University unless separately specified.
- It shall not be applicable to employees appointed on a part-time contract and daily basis.
- This policy shall supersede all existing leave policies issued.

2. Definitions:

- **Leave:** Leave is a provision to stay away from work, for genuine reasons, with prior approval of the competent authorities.

3. APPLICABILITY

These Regulations shall apply to all Regular Employees of the University (Including its Campuses), other than the following:

- (1) Engaged on daily rates of wages:
- (2) Engaged on contract basis;
- (3) Engaged as Apprentices/Trainees; and /or
- (4) Whose terms of appointment do not include the benefit of leave.

4. Classification of employees

Grade	Carde		
	Teaching	Non-Teaching	Administrative
I .	All Directors Deans Principals Professors	VPV Dean Academic Director Academic	Registrar
II .	Hod's Associate Professors Assistant Professors	University Librarian Controller of Examination Dy. Controller of Examination	Chief Finance & Administrator Officer Chief Information Officer HR Manager Deputy Registrar
III .	Teaching Assistant Lecturer	Academic Officer IT Technician Lab Assistant	Administrative Officer Project Officer Placement Officer Coordinators Accountant Clerks Office Assistants
V .			Peons Drivers

5. Right of Leave:

- Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.
- Leave should always be applied for and got sanctioned before it is taken except, in case of emergency and for satisfactory reasons.
- It will be the responsibility of the leave taker to arrange for another teachers/employee to take his place during the leave days.
- The leave account shall also be maintained (besides HR) for each Staff in the Department/Faculty concerned.
- The leave year shall run from 1st Jan in every year to the 31st of December.
- In case a Staffs is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

6. Earning of Leave:

Except as otherwise provided in these Rules, leave shall be earned by period spent on duty only.

7. Commencement and Termination of Leave:

- Leave ordinarily begins from the day on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
- Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

8. Return to duty on Expiry of Leave:

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

9. Approving Authority for Leave: Following are the leave approving authorities:

Sr.No.	Carde	Leave Days	Approving Authority	Inform to
1.	VPV	Any Number	Provost	Chancellor
2.	Registrar	Any Number	Provost	Chancellor
3.	HOD	Any Number	School Directors	Provost
4.	Grade- II (Other than HOD's)	Up to 3 days	Registrar	Provost
		Above 3 days	Registrar	Provost
5.	Grade- III & IV	Any Number	Registrar	Provost

- Proper 'Leave Record File and Leave Account Register of all the categories of employees of University/Institutions shall be maintained by the **H.R. Department.**

10. Casual Leave

- A whole-time regular staff of the University shall be eligible for 12 days casual leave
- Casual leave cannot be carried over to the next year.
- Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate.
- An employee on casual leave is not treated as absent from duty and his pay is not intermitted.
- Public Holidays and Sundays falling in between the Casual Leave shall be counted as Part of Casual Leave.
- CL availed for half the duty hours shall be treated as half day Casual Leave except in the case of faculty who are not entitled to half day leave.

11. Special Leave (SL):

Special casual leave, not exceeding ten days in an academic year, may be granted to a staff member for the following purposes with permission of provost.

- a) To conduct an examination of a university/Public Service Commission/Board of bodies/Institution; and
- b) examination or other similar to inspect academic institutions attached to statutory board, etc.
- c) Attending conferences, congresses, symposia and seminars, delivering lectures etc.

NOTE:

1. In computing the ten day's leave admissible, the day of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(1) Duty Leave may be granted for: with permission of provost.

- Attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University.
- Delivering lectures in institutions and Universities at the invitation of such institutions or universities received by the University, and accepted by the Vice Chancellor:
- Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the University.
- Participating in delegation or working on committee appointed by the Government of India, State Government and University Grants Commission, a sister university or any other academic body

12. Medical Leave (ML):

- An employee working appointed/working on regular basis is entitled to 08 medical leaves in a year.
- ML cannot be taken as half day.
- ML not availed in the Calendar Year shall be carry forwarded in the next Calendar Year.
- To avail ML up to 03 days medical certificate is not required but this is possible only if Casual leave balance is Zero.
- An employee who has availed medical leave for more than 03 days will be required to submit a certificate of fitness at the time of resuming duties as may be prescribed.
- Submission of factitious medical certificate as supporting document shall lead to disciplinary action against the employee.

13. Earned Leave

Earned Leave is the leave earned by an employee by virtue of his/her duty. Every non-teaching employee is eligible for Earned Leave of 15 days during the period of probation i.e., first one year. On completion of probation period, they are eligible for 30 days of Earned Leave per year. 50% of unavailed Earned Leave shall be carried over to the next year leave account. Teaching employees are not eligible for Earned Leave.

14. Vacation Leave for Teaching Employees

- Vacation Leave can be availed only during the vacation period. The vacation period will be declared by the Director/Dean of the faculty concerned. Generally, the semester and vacation period will be as follows:
- Every Teaching employee who has fully served for two semesters in an academic year is eligible to avail 30 days of vacation leave including intervening holidays, in two spells [i.e. November-December and May - June]. If the employee has served only one semester, he/she is eligible for 15 days of vacation leave. During November-December, vacation leave will be restricted to a period of not more than 30 days at a time. If the service period is less than one semester, the Vacation Leave will be calculated/sanctioned on Pro- Rata basis.
- The vacation leave may be availed in two spells in each vacation with a minimum of 15 days. Vacation leave should be applied well in advance and must be sanctioned by the authority before availing the same. Casual Leave, Earned Leave, Compensatory Leave, On-Duty etc., cannot be combined with Vacation Leaves.

15. Study Leave

- Study Leave may be granted to Permanent whole-time employees (other than a Professor of the University).
- They can get 10 days of Study leave in which they can submit their projects, viva, paper Presentation, exams & any other their study related.
- Study leaves to avail in case to pursue advanced degrees (e.g., Master's, Ph.D.), to participate in specialized training or certification programs & to conduct research or professional development activities that align with institutional goals.
- Study leave shall apply with approval of academic council.

16. Maternity Leave

Every female employee is eligible for maternity leave for 90 days after completion of three years of continuous service. Maternity leave is allowed for only one living child. That is, where a female employee is already having one child alive, she is not eligible for maternity leave. Those employees who are availing benefits from ESI will be sanctioned maternity leave as Leave on Loss of Pay.

17. Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

18. Leave without Pay (LWP):

One day salary shall be deducted for one day LWP, If approved by competent authority.

19. Compensatory Leave for Gruhpati

Mutually leave grant for Gruhpati.

20. Effect of Leave on Service Record:

- Any period away from place of work without any approved leave shall be treated as absent from duty.
- Only entitled leave can be availed during the notice period of exit from the services, however because of some genuine reasons leave over and above the entitlement can be availed. All such leaves shall be treated as equivalent to two days without pay leave.
- In case of any disputes, interpretation or any other matter concerning the Leave Policy, the decision of the VC /DAA shall be final and binding on all concerned.
- Any clause in this policy can be deleted, added and amended with the permission of the Board of Management.